



Board Meeting
Russell Library Hubbard Room
Tuesday, April 21, 2020
Virtual meeting via Webex.com

- Present:** Trustees Atherton, Becker, Berlind, Duggan, Fulton, Hadley, Murdock, Nelson, Skowera, and Wisneski; Library Director Burkey; Assistant Director for Administrative Services Doyle; Staff Members Denise Mackey-Russo and Catherine Ahern.
- Excused:** Trustees Jones and Russell
1. **Call to Order:** President Wisneski called the meeting to order at 6:41 p.m.
Mission Moment: President Wisneski noted that April 21 is National Library Workers' Day, commending the talented Russell Library staff who under the leadership of Library Director Burkey have led Russell Library at a very difficult time as the country deals with the limits caused by the covid-19 pandemic. Patrons have praised the library for a link to "how to help in the community" and for the online resources on its web page and social media.
 2. **Public Session/Comment:** There were no members of the public present and no questions submitted.
 3. **Approval of Minutes:** It was moved (Trustee Hadley) and seconded (Trustee Becker) to approve the minutes of the February 12, 2020 Board meeting. The motion passed unanimously.
 4. **Administration Report – Ramona Burkey, Library Director:** the full report will be attached at the end of the minutes. Speaking about her report, Director Burkey spoke of her pride in the Russell staff for carrying on library work as well as helping the community by sewing masks, making elder wellness calls, moving many library functions on line, and acting as community readers. She praised Mary Dattilo's work in keeping the website up to date and instituting a happiness page. There was a discussion of when the library might re-open physically keeping in mind the need to be conservative to prevent new illness transmission and the importance of continued social distancing. Director Burkey mentioned that the federal CARES Act will provide some money to libraries which could be used for purchasing laptops and wi-fi hotspots for staff and patrons.
 5. **Old Business:** *Facilities assessment:* Library Director Burkey along with Facilities Director Robb Prchal and board members Wisneski and Nelson toured the building in preparation for writing an RFP to fund an engineering assessment. Facilities Director Prchal pointed out the aging equipment which is in urgent need of updating. Even if the equipment is brought to code, the age and size of the buildings remain a challenge. To quote Director Burkey, it is "the English muffin of public libraries—full of nooks and crannies."
 6. **New Business:**
 - a. *Board Committee Assignments:* President Wisneski announced the following assignments.
Governance Committee: Trustees Skowera, Russell, Hadley, Fulton, and Murdock. Finance Committee: Trustees Becker, Berlind, Jones, Duggan, and former board member Kirkpatrick. The Executive Committee consists of the four officers (Atherton, Wisneski, Berlind, Becker) plus Trustee

Nelson.

b. Covid-19 Pandemic Response: This was discussed as part of the Director's Report.

c. 2020-2021 Officer Nomination Process: Per the revised by-laws, the officer nomination process is a duty of the Executive Committee. President Wisneski asked that board members let him know of their interest and desire to serve as an officer of the board. Some board members asked that the Governance Committee have input into the selection of a slate of officers.

d. Annual Company Meeting: The likelihood of having an on-line June meeting of the Russell Company to elect new officers and directors and members of the Company was discussed.

7. Committee Reports and Recommendations:

- a. Executive Committee Report: President Wisneski reported that the Committee met on March 12 with the library directors to make the difficult decision to physically close the library as of that evening. There was a discussion of making the Executive Committee more representative of the community.
- b. Finance Committee Report: Trustee Becker, Chair, reported that the committee met on March 5 with the auditors from Perlroth & Co. and that the audit was a "clean audit." The committee voted to accept the audit for presentation to the full board. Members who ask may have a copy of the audit report emailed to them. New committee members Duggan and Jones were welcomed. The Company and city budgets are on track, and the endowment is down about \$200,000 due to recent stock market losses.
- c. Governance Committee Report: Trustee Skowera, chair of this committee, asked that library staff forward any new policies recently developed in response to the covid-19 pandemic be forwarded to him for the committee to review.
- d. Strategic planning: Co-Chairs Duggan and Wisneski reported that the committee has not met recently due to the pandemic. The community survey may need to be re-opened to capture feedback about the library's response to the "new normal." The advisory group may have to meet on line.

- 8. Adjournment:** It was moved (Trustee Nelson) and seconded (Trustee Atherton) to adjourn at 8:42 p.m.. The motion passed unanimously.

Next Regular Board meeting: Tuesday, May 18, 2020, 6:30 p.m.

Respectfully submitted,

Wendy Berlind

Wendy Berlind, Secretary